



APPLICATION FOR REMARKING

Please read the following information very carefully before signing this form.

I \_\_\_\_\_ (Student ID): \_\_\_\_\_

Acknowledge that I have read and understood the Faculty Resolutions under which an application for remarking will be made. Furthermore I have read and understand my responsibilities in this process, and in particular the need to ensure adequate documentation is included with my application.

I am aware that the outcome of my application for remarking will be advised through email to my University email account within three weeks of submission date unless otherwise notified, and I understand that I am responsible for accessing this account in a timely manner.

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Unit of Study Coordinator: \_\_\_\_\_

Unit Code and Name: \_\_\_\_\_

University email account address: \_\_\_\_\_

Daytime contact telephone number: \_\_\_\_\_

Office Use Only:  Approved  Not Approved

Comments:.....  
.....  
.....

Associate Dean (Learning & Teaching) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Copy on Student File  Original returned to student with assignment

Extract from the Faculty of Nursing & Midwifery resolutions, The University of Sydney.

5. **Marking, double marking, and remarking**

5.1 *Marking*

- 5.1.1 It is the policy of the Faculty of Nursing and Midwifery that student work undertaken for assessment purposes will be marked fairly, independently and on the merits of the submitted/performed work.
- 5.1.2 Where written assignment work forms part of the assessment for a unit of study marks will be awarded with respect to how well a student has met the expectations set down for that work including, but not exclusively confined to:
- 5.1.2.1 presentation and layout;
  - 5.1.2.2 compliance with academic conventions of acknowledging the work of others;
  - 5.1.2.3 academic merit;
  - 5.1.2.4 composition;
  - 5.1.2.5 expression in written English and readability;
  - 5.1.2.6 strength of argument;
  - 5.1.2.7 weight of relevant evidence;
  - 5.1.2.8 structure and coherence of the work;
  - 5.1.2.9 imagination, creativity and original thought; and
  - 5.1.2.10 the merits of the submitted work with respect to particular issues in a given topic.
- 5.1.3 Where work undertaken as part of a designated group forms part of the assessment for a unit of study specific criteria by which the marks awarded to individuals will be determined within each unit of study.
- 5.1.4 Where clinical performance assessed within the clinical nursing laboratories forms part of the assessment for a unit of study specific criteria for the award of marks to individuals will be determined within each unit of study.

5.2 *Double marking*

- 5.2.1 Double marking is defined as the practice by which (usually two) members of staff review a piece of assessment prior to awarding a formal mark to the work.
- 5.2.2 It is the policy of this Faculty that there will be no double marking of written assignment work or examinations.
- 5.2.3 Established measures for determining the validity and consistency among markers on the same unit of study within the same academic year will be used, e.g. inter-rater reliability or any other proven method, as determined by the Faculty.

5.3 *Remarking*

- 5.3.1 Remarking is defined as an independent assessment of a piece of written work that has already been assessed.
- 5.3.2 The Associate Dean (Learning and Teaching) shall determine whether to allow a remark for a particular piece of written work.
- 5.3.3 Request for a remark will only be considered if the request is:
- 5.3.3.1 made by writing a letter addressed to the Associate Dean (Learning and Teaching) stating the grounds for the request;
  - 5.3.3.2 received within five (5) working days of the original result for the particular piece of written work being made available to the student. In the case of international students who are studying by distance education this means within five days of receipt of the piece of work by the student;
  - 5.3.3.3 accompanied by a clean copy of the work, together with the original piece of work as it was marked; and
  - 5.3.3.4 received either:
    - 5.3.3.4.1 personally to the Faculty Office; or
    - 5.3.3.4.2 where a student resides outside the Sydney metropolitan area or is unable to attend the Faculty Office in person the documentation is mailed and marked to the attention of the Associate Dean (Learning and Teaching), c/- the Faculty Office;
- 5.3.4 Students who make a request by mail will be required to provide a signed declaration available from the Faculty website acknowledging their understanding of the Faculty's policy and procedures with respect to remarking.
- 5.3.5 In considering an application for a remark, the Associate Dean (Learning and Teaching) will consider the student's case with respect to:
- 5.3.5.1 the stated grounds for the request; and
  - 5.3.5.2 any procedural issues that may be relevant.
- 5.3.6 The outcome of the remark will be final.
- 5.3.7 There will be no remarking of clinical performance as assessed within the clinical nursing laboratories or clinical settings.
- 5.3.8 Remarking will not apply in circumstances where a student has applied for special consideration. An approved application for special consideration will take priority over an application for remarking.